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R108

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Sincerely,

A handwritten signature in black ink, appearing to read "Denis Onieal".

Dr. Denis Onieal, Superintendent
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U.S. Fire Administration

Code Officials and Performance Based Fire Safety
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ABSTRACT

This paper will discuss some of the concerns that the Boston Fire Department has concerning Performance Based Codes and Performance Based Fire Safety Designs. There will be four areas of concern discussed: 1. Need for prescriptive rules on methodology; 2. Acceptable level of safety problem; 3. Maintenance/Enforcement problem; 4. Training and Education problem. For each area of concern, the problem will be introduced, examples will be provided, and possible solutions will be proposed.

THE LACK OF PRESCRIPTIVE RULES PROBLEM

The Problem

Performance based designs appear to rely on three sources of information: 1. A set of objectives (possibly from a performance based code); 2. A design guide (general rules on documentation and methodology); 3. Reference material (an engineering handbook). The problem with the use of this material is that it allows too much flexibility in the selection and use of critical items used in designs. A code official trying to use these documents to insure the safe design of buildings is analogous to a police officer trying to enforce a safe society by using books on philosophy and theology. These books may contain valuable information as to how one should conduct affairs but are also useless as a set of enforceable rules. These books might also be adequate in a society where everyone is well intentioned and are less useful in a society where human nature is less than perfect.

For example, performance criteria. Like many of the issues before us, are a troubling one for a code official. This is due to the fact that there is no consensus; the designer has the freedom to choose almost any tenability limits for which they can find a reference source. In fact, almost every design that we have seen has utilized different tenability criteria. The obvious reason why this becomes important is because by changing the tenability criteria, the time until untenable conditions may be changed to suit the engineer's needs with respect to the design. In doing so, one can artificially increase or decrease the available safe egress time.

Example

The two different criteria that were used in the "draft" and "final" version are listed below:

Table 1: Comparison of Tenability Criteria

Draft Boston High-Rise Tenability	Final Boston High-Rise Tenability
Limits	Limits
Upper layer at breathing height, 1.67 m	Temperature of 150°C - less than 2 min.
	Radiant Flux of 25 kW/m ²
	CO of 2,000 ppm - less than 5 min.
	Visibility - 0.5 OD m"

The reason for this change was never made clear by the designer but a consequence of the change was a drastic increase in the time available to exit the apartment. The need to increase the time available to egress the apartment was probably due to the fact that, in the final version, "reaction time" was taken into account. In the original "draft" report the Total Evacuation Time (Time to Detection + Egress Time) was less than the ASET (Available Safe Egress Time). Once a reaction time of 25 seconds was incorporated, at our insistence, into the Total Evacuation Time (Time to Detection + Reaction Time + Egress Time) the Total Evacuation Time often exceeded ASET. To get around this dilemma, the designers changed the assumptions. This type of flexibility is convenient for designers but as code officials, we find it troubling.

The engineer used his judgment and- considered all the correct factors as recommended by various design guides. So, what basis would I have to reject this criteria selection? No rules were broken. This is important due to the fact that traditionally, when we review plans, we are trying to find out if any rules were broken. What power do we have to insure safe building if there are no rules?

The proper use of safety factors is another area where there seem to be only general guidelines, as opposed to rules. It does not appear that any designs or models that we have reviewed are 100% accurate. As a consequence, it would seem prudent to utilize safety factors to offset the uncertainty. In actuality, many designs I have seen have not utilized any safety factor. Others have used safety factors of 1.5. All of these selections were based on "Engineering Judgment." In the SFPE Handbook, Pauls recommends that "...in relation to the Life Safety evaluation, there should be a factor of safety, especially in view of the incomplete technical grasp of both egress and fire issues at the present." For example, in a conservative approach, the "time available" should be at least twice as long as the "time required." [3] Despite this documented recommendation, one of the designs we reviewed stated: Jake Pauls method of doubling the occupant egress time is not commonly accepted or used for fire engineering analysis. For almost any engineering analysis you could find someone with an opposite analysis or result. [4] Do we have the right as a code official to reject this design based on this document?

Solution

We are willing to give designers freedom to choose different designs to achieve the same goal. However, we see no reason to allow freedom to pick any criteria and make any assumption that they can find a reference for in a technical handbook or peer reviewed journal. We understand that the occupant characteristics such as egress speed and reaction time as well as hazard criteria selected for an elderly housing complex will differ from the occupancy characteristics and hazard criteria for a high-rise office building. What we do not understand is why designers have the freedom to choose different occupant characteristics and hazard criteria for the same occupancy. It would seem to limit designers' freedom to create a prescriptive set of occupant characteristics and hazard criteria for different occupancy classifications. A guideline such as this would let us know when the assumptions made "break the rules."

We believe that a set of rules can also be developed for the selection of safety factors to deal with the uncertainty inherent in fire models. Several sources have estimated the accuracy of current methods at 10 to 30 per cent, when used with conservative inputs and within the limitations of the model. [5,6,7] The problem for code officials is to know when the designer has used the models correctly and even then, the code official does not know if the uncertainty is as low as 10 or as high as 30 per cent. Fortunately, the ASTM Standard Guide for Evaluating the Predictive Capability of Fire Models - 1994, has a standard to measure this predictability. This predictability is expressed as a percentage. In this guide it has been suggested that the predictive capabilities of a fire model may be expressed as percent accuracy. Other methods for presenting results of a sensitivity analysis are equally acceptable. [8]

Utilizing ASTM 1355-92, 1994, the predictive capability of models is suggested to be represented as % accuracy. This suggestion can be combined with an assumption that a typical safety factor should be approximately 2. The results are shown in Tables 2 and 3. Using these charts along with the documentation required by ASTM 1355 provides the code official with a much higher level of comfort than a safety factor whose sole justification is "Engineering Judgment" that is not typically peer reviewed.

Table 2:
Boston Fire Department Safety Factor Chart
Due to Uncertainty for Deterministic Timed Egress Analysis for
Moderate Hazard Occupancies, i.e. Business, Industrial

Potential Error		Potential	Error in ASET	Calculations
		10%	20%	30%
in Egress Time	10%	1.5	1.75	2.0
Calculations	20%	1.75	2.0	2.25
	30%	2.0	2.25	2.5

***Uncertainty Safety Factor = (1+(potential error in ET)/(1-potential error in ASET)).**

Table 3: Boston Fire Department Safety Factor Chart Due to Uncertainty for Deterministic Timed Egress Analysis For High Risk Occupancies. i.e. Nursing Homes Day Care

Potential Error in Egress Time Calculations		Potential Error in ASET Calculations		
		10%	20%	30%
	10%	2.0	2.25	2.5
	20%	2.25	2.5	2.75
	30%	2.50	2.75	3.0

***Uncertainty Safety Factor = (1+(potential error in ET)/(1-potential error in ASET)).**

The actual rules that are eventually developed could differ from the examples provided here. The point is that a set of prescriptive rules, that a plans examiner can use in checking the validity of a design will make it much easier for a code official to review designs.

LEVEL OF SAFETY PROBLEM

Many code officials are concerned that without having a given "prescribed level of safety" designers will feel free to submit their own assumptions as to what constitutes an acceptable level as part of their design. The designer will not only produce a design, the designer would be able to set the criteria against which it will be measured, as well as the level to which those criteria are met. When a code official disagrees with the designer's choice as to what constitutes an acceptable level of safety, the official will be forced to argue the legal and political concepts as opposed to design issues. More than once we have found ourselves before state appeals boards facing arguments that had more to do with whether or not the code requirement(s) in question were appropriate, rather than facing arguments on whether the design met the intent of the code. In fact, after a presentation of a case study at a local chapter of the SFPE, by the designer on several designs reviewed by the Fire Prevention Division, a couple of audience members commented that one area that was never discussed was whether or not the code requirement should have been there in the first place. The reply was the issue was not raised because it was not a valid issue to raise during a plans review or an appeal of a given plans review.

Examples

The performance codes that I am aware of contain language similar to the following.

Objective. To protect occupants from injury or illness when evacuating a building during a fire...

Functional Statement. Buildings shall be designed with safeguards against the spread of fire so that: 1. Occupants have sufficient time to escape without being overcome by fire and smoke...

Performance Requirements. Automatic fire suppression systems, when provided as a means to controlling fire growth shall deliver sufficient suppression to suppress a fire (Many other performance requirements are typically listed).

The problem that a code official has in trying to enforce language of this type is that not only are there many different designs that can achieve these objectives, there are many different levels at which the objectives can be met. Battery powered smoke detectors protect occupants to one level of safety. Quick response sprinklers and interconnected alarm systems also protect occupants. On what basis do we reject one level of safety over another? All levels meet the objectives; they do not meet the objectives to the same extent. This is not a hypothetical concern. We recently had to argue a case in court in which one of the main arguments being used against us was that a design which relied primarily on detectors was claimed to be equivalent to a prescriptive requirements of the installation of an automatic sprinkler system. This was due to the interpretation that the design met the same objectives that the prescriptive code was meant to address.

Solution

To provide the flexibility in design with the minimum and prescribed level of safety we would like to propose the following language:

DEFINITION OF REASONABLE LEVEL OF SAFETY

A facility taking a performance approach to meeting the code requirements has reached a "reasonable level of safety" when, at a minimum, the design meets the objectives of the code for all of the people, including fire fighters and property to the same overall level^b that the prescriptive approach intends to protect them.

Exception: In the case where the facility is utilizing a design or approach that is not anticipated by the prescriptive code, the performance approach must meet the objectives of the code providing the level of safety that is intended by the most applicable nationally recognized standard for similar occupant, process or hazard.

- a. In cases where the design analysis identifies areas where the prescriptive code do not meet the objectives of the code by providing a reasonable level of safety, the performance approach must exceed the minimum level prescribed by the code. This is anticipated to achieve the reasonable level of safety.
- b. For portions of a design that are deterministic, an alternative design will be determined to meet the same overall level of safety when the results or prediction of the analysis produces at least as safe a result as the prescriptive code. For portions of a design that probabilistic or deterministic design will be determined to meet the same overall level of safety when the result of prediction of the analysis produces an estimate of risk that is lower than the prescriptive code. Redundancy and reliability of the design options must be analyzed.

Designers seem to be concerned that any text that implies equivalency is merely the "alternative but equivalent" option allowed by the prescriptive codes. They argue that this text does not encourage alternative designs. I would argue that it is not the "equivalency" requirement that discourages designs but it is how equivalency is demonstrated and interpreted. In the past there has been a lack of tools that would demonstrate "equivalency" in a convincing manner. This is rapidly changing. In cases where they are designing a building or a process that is anticipated by the prescriptive code, we believe the "alternative but equivalent" approach is adequate. The new "performance based design" techniques provide plenty of freedom of design within a given approach. This freedom of design is particularly

apparent if one views equivalency as an *overall intended level of safety equivalency*. This overall equivalency is different from an item-by-item equivalency that might be required by some code officials.

By defining the acceptable level of safety as the level of safety provided by the prescriptive code, the freedom of the designer to design facilities where this equivalency doesn't exist or where it cannot be demonstrated. We do not view this as negative since this type of freedom should not be available to the designer. On the other hand, if by limiting the designers choice of options to ones where equivalency can be demonstrated, the code official has some documented assurance that the intent of the prescriptive code is being met. This requirement, instead of discouraging innovation could actually encourage it by facilitating the approval of these designs.

The exception is needed to provide the flexibility that new and unanticipated designs or processes need while requiring the final proposed level to have some rational basis to justify it. The burden to justify why a different level of safety, from the level implied by the prescriptive code should be placed on the, designer. The designer must also make it clear what the basis is for the level that is proposed.

MANINTENANCE/ENFORCEMENT PROBLEM

Problem

The question that arises as a fire official is: How are the assumptions that are made in an objective based design enforced? Our experience in Boston has shown that these types of designs are connected to a set of assumptions with no redundancies or room for error. Some of these assumptions are made with respect to people movement and fuel loading with little or no scientific background or statistical analysis. Furthermore, many times assumptions are made and used outside of the boundaries with which they were derived. This becomes an issue when managing the use of buildings on a day-to-day basis. In fact the day-to-day uses, repairs to fire protection equipment and owners' interests may act retrograde to the engineer's initial design assumptions. In recognition of these constraints, the Fire Prevention Division of the Boston Fire Department has outlined some issues that we believe must be discussed to illustrate some past failures and propose a path that the engineering, construction and code enforcement community can take.

Examples

In order to outline the concerns clearly, two actual cases will be used. The first will be a description of the assumptions that were made about an 18,000 seat arena and a high rise residential building and how future use negatively impacted the engineer's original design assumptions. Although the issues brought forth by these cases are indeed complex, a small cross section of the assumptions will be used to illustrate our case. It should be noted that none of the assumptions in this paper were taken out of context of the boundaries of the argument proposed by the engineer. In fact, they were critical in their relevance and nature of the overall project.

A submittal for the arena detailed the use of a "fast-fire" (see NFPA 72, Appendix B for explanation) in the ASST-BX model for a design fire. In part, the modeling was performed to show that an increase in seating and the deletion of an automatic sprinkler system could be allowed. This was based on the information from the model with respect to untenable conditions. Setting aside the issue of the use of the model, there were issues raised with the use of a fast-fire. The result was that the ownership capitulated and proposed the limitation of combustibles in the arena. Furthermore, the area was to be used for sporting type events and those with a low fuel load only. During the first weeks of operation of the arena,

a concert event was held. The stage consisted of decorations consisting of 4 stories of flexible polyurethane material. In addition, there have been other events that use pyrotechnic displays. This type of use would seem to fall outside the boundaries of the solution that the engineer and owner proposed in order to obtain an increase in occupants and the deletion of an automatic sprinkler system. In the cases of the polyurethane decorations, no one from the arena notified the fire department nor the building department to determine if this particular use violated the appeals agreement

In the high rise residential building case. A proposal was made to omit the installation of an automatic sprinkler system at the time of construction. Instead of an automatic sprinkler system, the ownership proposed that an open balcony be constructed to connect adjacent units so that passage from one to another could be easily accomplished, fire extinguishers be installed in every kitchen and an automatic door closure be installed on the kitchen door. Over 30 years of use, the fire extinguishers are gone, the kitchens have been remodeled to look modern and the balconies have been enclosed so that passage from either one is impossible. No one consulted the fire department or the building department to determine if this type of construction and removal of fire protection features were legal modifications.

There are 5 questions and solutions we would like to propose that stem from our experiences and relate directly to the enforcement of assumptions used in an objectively based design. The questions are:

1. Where should documentation of assumptions used in an objective based design be kept? We believe that the owner and his agents are ultimately responsible for the maintenance of the documentation used in a performance based design. This information must remain on site and accessible for use. In addition, any conditions on the Certificate of Occupancy should be kept at the municipal building department as part of the legal documentation.
2. Who should review and approve modifications prior to building permit application? Due to the fact that these types of designs are so assumption driven, any deviations or proposed modifications should be approved by the original engineer of record. The ramifications of this statement are wide ranging. However, if an engineer cannot determine if a modification will not adversely impact his assumptions why should the authority having jurisdiction be responsible for the decision.
3. Who is responsible for maintaining the records and that all the assumptions used in a design are followed? A concept like a Fire Safety Director would seem like a logical choice. This person would be on site to determine if events or modifications impact the design assumptions used by the engineer. If the documentation on the design is on site and the individual is qualified to make judgments of this magnitude, we believe that incidents like the arena and the high-rise can be avoided. These type of events must be avoided if we are to use objective based designs. We have had experiences with other major property owners in the city that are similar to the fire safety director concept. These people are onsite to determine if the day to day operation complies with the requirements of the building code and legally sanctioned variances. However, questions remain if this concept is used. What level of training is required for this type of person? There is a definite void of information on this topic. The final issue on this subject is: how does an AHJ site someone for not being qualified?

4. What happens if the assumptions must be violated due to repair of a fire protection system? We presently manage this type of situation by requiring the owner to make provisions such that an adequate level of protection is provided if a required or non-required fire protection system is impaired. Many times this requires removal of all combustible material and fire watches that an owner supplies while other cases require temporary water supplied be made with fire department personnel and apparatus. In any case of severity, the impairment issue is great and must be dealt with as much care as is taken in the initial design phases of construction.
5. Who submits a status report to the AHJ on the state of the assumptions used in the design? We believe that a status report should be submitted on a frequent basis. The content of the report would indicate that all assumptions are being followed and include all test data of all the fire protection systems used. This would range from automatic sprinkler systems to the status of doors with automatic door closures.

It is important that a systems approach be used in objective based designs. What is ever more important is that a systems approach be take to maintain and determine if compliance exists on a system wide basis. It is important to explain to individuals that will be using the built environment the importance of the assumptions and how they will impact on occupant safety if they are not followed. By empowering the user of the built environment with this information, the intentions of the original design and overall level of safety will be realized. Due to the size and scope of objective based designs, the maintenance of the assumptions by the code official cannot be done alone. The concept and importance of the fire safety director should be embraced by the fire protection community as a whole.

TRAINING AND ESUCATION PROBLEM

Problem

A problem, which will impede the use of performance-based fire protection design methodologies, is that many code officials, engineers, and architects lack proper training and education about the use of these methodologies. There are both short and long term implications concerning the training and education problem. Short-term problems will arise when one tries to obtain the code official's acceptance to use performance-based fire protection design methodologies within the official's jurisdiction and is met with stiff resistance. As a minimum, if the use of performance-based fire protection design methodologies is permitted, the review process could be very slow as many designs will be subjected to a lengthy appeal and review process due to the code official not being qualified to properly review submitted performance-based designs. It is worth mentioning that long review periods, in many instances, are attributable to insufficient, inadequate, or misleading information being submitted for review. Long-term problems will arise due to changes that will occur over time to a building's use, function, and built in fire protection characteristics. These changes to the building will necessitate a re-review of the original performance-based fire protection design's, objectives, assumptions, and performance criteria.

An improperly trained code official, engineer, or architect will not recognize that the originally approved performance based fire protection design requires additional evaluation because of the changed conditions. However the long-term problem is also an enforcement problem which is covered in another part of this paper. Additionally, inadequately trained code officials may also approve unsafe performance-based fire protection designs quickly without rigorous and adequate analysis because the code official would not know the appropriate questions to ask of the designer or even where to go to seek additional information regarding performance-based fire protection designs. This situation opens up the question as to why a designer is submitting an unsafe design in the first place for a code official's approval.

Another problem area related to training and education is the necessity of a code official, engineer, or architect to exercise judgment when deciding upon the acceptability of a proposed performance based design--in other words what makes a design safe or even more simply stated what is safe design. Performance based designs utilize many assumptions, performance criteria, and design methodologies, which are many times subjectively chosen by the designer. For example, a designer may select that a design be deemed safe if the time for occupants to egress a building is less than the time for a hazardous condition to develop such as the height of the bottom of a descending smoke layer to reach a pre-determined level. Upon thorough analysis the designer may then discover that given the pre-selected design fire scenario and original performance criteria the available safe egress time is not achievable and proceeds to abandon the objective of obtaining a safe egress time using the concept of a descending smoke layer.

The designer then proceeds to use the same design fire scenario in the same building, yet changes the performance criteria to new threshold levels using radiant heat flux, maximum layer temperature, carbon monoxide concentration, and visibility. Upon re-calculation, the designer now determines that the building occupants will egress prior to the onset of unsafe levels using the new performance criteria. How can the same building design be deemed unsafe for occupants in one design scenario but safe in another when the only change was different performance criteria? When designers make final selection of their assumptions, performance criteria, and design method and submit them for review to the code official, the code official is obligated to judge their acceptability. The design and review process is fraught with subjectivity for both the designer and the code official.

Proper training and education of both code officials and designers will address only part of the judgment and subjectivity dilemma. A prescriptive review methodology for use by code officials could also solve part of the problem concerning a code official and designer's proper use of judgment and design subjectivity.

Examples

Recently, the owner of a high-rise building submitted a performance-based design as an alternative to installing a complete NFPA 13 sprinkler system within the building. The owner's design team, during the course of review with the code official, made approximately six major changes to their design fire assumptions, two major changes as to the selection of their performance criteria, three major changes concerning their assumptions about human behavior and egress from hazardous conditions, and numerous other changes to the overall design including fire department response times. Reviewing all of the changes and the final proposal required over 250 hours of review time by the code official. In this instance, the code official was left with the question of how to accept a proposed performance-based design, which involved such subjective establishment of assumptions, design fires, and performance criteria, by the design team. A considerable amount of review time was spent by the code official getting educated on the engineering material that was requested of the design team in order to substantiate the analysis and conclusions of their design proposal.

A performance based fire protection design was submitted for an 18,000-seat arena. The original design was not properly documented or justified by the designer concerning the manual activation of the arena smoke control system and the timed egress analysis of the arena occupants. In addition, the designer submitted documentation that the arena's stage and floor fuel load would never exceed a certain quantify and hence a certain size fire would never develop based on this fuel loading. This limitation and its implications were not known by the building owner and were not directly made a condition of the building's certificate of occupancy. Upon discovery of this matter by the code official at a later date, the

arena owner must either eliminate a large portion of his trade show business or take expensive measures in order to ensure occupant safety.

Solution

It is obvious that code officials must obtain some formal type of certification in order to ensure proper evaluation of performance-based fire protection designs. Many code officials are presently career employees who are qualified by a combination of experience and education. It is imperative that the instructive portion of a code official's qualifications incorporate training in the review of performance-based designs. Unfortunately, until this training is more universally, uniformly, and inexpensively provided by inspector associations, universities, model building code groups, SFPE, and the like there is little that can be done on a large scale to help solve the training and education dilemma faced by code officials

Architects and engineers are more uniformly schooled in traditional university settings and the availability of engineering and architectural programs perhaps puts these occupations in a better position to respond to the lack of available training in performance-based fire protection design. Not everyone in the building design professions can be a truly qualified fire protection engineer but neither should the traditional engineering and architectural schools offer so little on performance based fire protection design. Again until more faculty are provided with training in fire protection engineering within mainstream engineering/architectural programs the option of the traditional engineer/architect to seek advanced training in fire protection engineering will be limited to a small cadre of universities offering fire protection engineering program. Technology today does offer the opportunity for distance learning on a much larger scale than ever before. It is worth mentioning that the Society of Fire Protection Engineers has offered numerous short programs about performance based fire protection design.

Presently, the best option for overcoming the lack of training and education in performance-based fire protection design is to require peer review of proposed designs upon submittal to the code official. A suggested format for peer review selection could go as follows:

1. The code official provides a list of qualified fire protection engineers to the owner.
2. The owner is given a set of ground rules by the code official as to the expected extent of the code officials review--this could be the prescriptive review methodology used by the code official described elsewhere in this paper.
3. The owner could then select a fire protection engineer from the list after the prospective engineers have reviewed the proposed design documents and the prescriptive review methodology developed by the code official. The owner should now have a variety of bids and price ranges to select from.
4. Once the owner has selected the peer reviewer it shall be a requirement that the peer reviewer be ethically bound to work for the code official in determining the adequacy of the performance-based fire protection design.
5. A peer review report is generated and is used by the owner and the code official as the basis of discussion during the approval process. This sets the ground rules so to speak.

While not perfect solution it does address the immediate needs of the performance-based fire protection designer and their code official counterparts.

SUMMARY

Although this paper is entitled Code Officials and Performance Based Fire Safety, we believe that the items that have been discussed are also valuable to many others in the process. The prescriptive rules of design will make it easier for the designers to select assumptions and set criteria. They could also have less liability in the event an assumption or criteria leads to an unsafe design, since the assumption or criteria was agreed to by some consensus process. These benefits are also derived by defining the acceptable level of safety as the level implied by the prescriptive code.

Another benefit of tying the acceptable level to the prescriptive code is that it automatically allows a single national model to be adopted by different jurisdictions that have different levels of "acceptability". If indeed a jurisdiction does have a different level of acceptability than a national model prescriptive code, it should be reflected in the prescriptive code for that jurisdiction. This allows one model code to take into account the different level of safety that different areas of the country accept.

The requirements for training code officials will enhance a jurisdiction's ability to adequately review performance-based designs. However, if our experience is typical, an added benefit is an enhanced ability to provide consultative services to the applicant as well as an increased ability to review prescriptive based designs. We have found that the questions that are raised during performance based reviews apply to all designs. In particular, the importance of maintenance, safety during phases of construction, and qualifications of on-site personnel. In discussing these concerns with property management people they recognize these shortfalls. They are asking us to help train their in-house personnel to deal with these issues.

We believe that the solution to these problems will accelerate the acceptance of performance-based codes. Although these requirements will make it harder for poor designs to get approved, they will simultaneously make it easier for good designs to get approved. In society, people give up a small percentage of their freedoms to protect the rest. We are asking the designers to give up a small amount of freedom, such as the freedom to use unjustified safety factors, so that code officials feel comfortable dealing with the freedom to utilize different design options. We believe these recommendations will have a practical affect to provide designers more freedom by making it easier for code officials to accept these designs for review.

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Heat release rate: a brief primer

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Background

When the aftermath of a serious fire is being investigated, one of the most common questions is: *Why did the fire get so large?* Until relatively recently, the 'large' questions could only be answered qualitatively, since means of quantifying a fire size in engineering units did not exist. Eventually, it was recognized that since heat is the energy output of the fire, and scientific means exist for measuring energy, the problem may be soluble. The principles are clear. Heat is measured in units of Joules. What is usually more of interest is the rate at which heat is released, not the total amount. The heat release rate (HRR) can thus be measured in Joules per second, which is termed Watts. Since a fire puts out much more than 1 Watt, it is usually convenient to quantify the HRR in kilowatts (1000 W) or megawatts (a million watts).

Bench-scale measurement of HRR

Prior to the 1970s, such ideas, while theoretically accessible, were not usable, since actual means of measuring HRR from fires were not available. The first instruments for HRR measurement started being available in the 1970s and they were bench-scale devices. (One specialized unit had been already built in the 1950s in one lab.) Bench-scale means such instruments can measure samples on the order of a few inches or a few centimeters in size, but not real objects that could be man-sized (or even warehouse-sized). The early HRR instruments (OSU apparatus, developed by Prof. Ed. Smith; NBS-I calorimeter, developed by Alex Robertson and Bill Parker; etc.) suffered from normal first-generation issues of usability and cost. The NBS-II calorimeter, for instance, cost NIST \$250,000 to build in 1977-78 (actual 1977 dollars). Shortly after joining NIST in 1977, I was tasked to find a better way. Several years of exploration elapsed, and by 1982 I had invented the [Cone Calorimeter](#), in its first iteration. This has since become the world standard, available at test laboratories around the globe.

Furniture calorimeters (large-scale products calorimeters)

Having a bench-scale HRR apparatus is not enough for comprehensive studies of fires. In many cases, it is necessary to study the HRR of objects in their full scale, or at least nearly full-scale. This development was also started around 1979, and by 1982 two different apparatuses were independently invented. The NIST furniture calorimeter was developed by myself, along with Doug Walton, Randy Lawson, and Bill Twilley. The FMRC products collector was developed by Gunnar Heskestad. These have also now become used around the world and are the basis of numerous standards of ASTM, NFPA, and other organizations.

Room calorimeters

The final HRR measuring apparatus which was needed was a room calorimeter. Furniture calorimeters can measure the HRR of discrete objects, able to support themselves on the floor. This does not include such products as ceiling tiles nor wallboard. Also, special measuring issues arise when one wants to measure a whole burning room, fully furnished. For such studies, room calorimeters were needed. Room calorimeters were developed in a parallel effort between Fred Fisher and Prof. Brady Williamson at UC Berkeley and by Billy Lee and Jin Fang at NIST. This effort

was also largely completed in 1982, meaning that instruments of all three needed scales became available nearly simultaneously in 1982.

Which scale to use?

It is costlier and more difficult to test in larger-scale instruments, thus it would seem that preference would always go towards running a bench-scale test. This is not necessarily true, since to make intelligent use of the bench-scale data one needs a **predictive model**. In other words, it is not of much interest to know what a 10 cm size sample would do; what is of interest is the full-scale behavior of a piece of furniture, appliance, wall covering, or even a whole room. For some categories of objects, such models have been developed. These include upholstered furniture, wall linings, carpets, and some others. But the available categories are few, while the types of objects which can potentially be of interest in fire reconstructions are numerous. Thus, one of the things which must first be determined is whether it is reasonable to run bench-scale tests or whether full-scale testing is needed. We may note that for polymer manufacturers and others developing new materials, it is often sufficient to only use bench-scale testing. This is because they mainly wish to find the relative differences in fire behavior, while actual product performance may not be relevant to them since they do not even make the end product.

The overwhelmingly important role of HRR in fires

HRR is not just 'one of many' variables used to describe a fire. It is, in fact, the single most important variable in describing fire hazard. (The only notable exception is for explosions). There are three main reasons for this.

1. HRR is the driving force for fire.

The HRR can be viewed as the engine driving the fire. This tends to occur in a positive-feedback way: heat makes more heat. This does not occur, for instance, with carbon monoxide. Carbon monoxide does not make more carbon monoxide.

2. Most other variables are correlated to HRR

The generation of most other undesirable fire products tends to increase with increasing HRR. Smoke, toxic gases, room temperatures and other fire hazard variables generally march step-in-step with HRR as HRR increases.

3. High HRR indicates high threat to life.

Some fire hazard variables do not relate directly to threats to life. For instance, if a product shows very easy ignitability or high flame spread rates, this does not necessarily mean that fire conditions are expected to be dangerous. Such behavior may merely suggest a propensity to nuisance fires. High HRR fires, however, are intrinsically dangerous. This is because high HRR causes high temperatures and high heat flux conditions, which may prove lethal to occupants.

If HRR is so important, why are regulators not regulating it?

In the US, over the last decade, HRR has shown up in various regulations and specifications, but this has been in specialized areas. Where it has not yet shown up in is in the building codes. The US model building codes still regulate products according to the Steiner Tunnel Test. This test was developed during the late 1930s and early 1940s and, of course, predates all of modern fire protection engineering knowledge. The test controls flame spread which is not, as noted above, a primary factor in determining human untenability. Over the years, a number of research projects documented various shortcomings of this test. The basic reason why we

have not yet progressed beyond 1940s technology in the building codes has to do with the inertia of the process and of the lack of funding resources necessary to propel a building code change. In the US, there is no public-interest organ with specific funding to conduct research leading to building code improvements. Changes, instead, are usually originated by commercial entities. As of now, no commercial group has decided that it would be advantageous for them to sponsor a change, intended to introduce improved engineering methods in this area. In fire litigation however, HRR testing is well established, and eventually it is also certain to become utilized in building codes.

Some common misconceptions

- *We have taken measures to control the ignitability, so we don't have to worry about HRR*

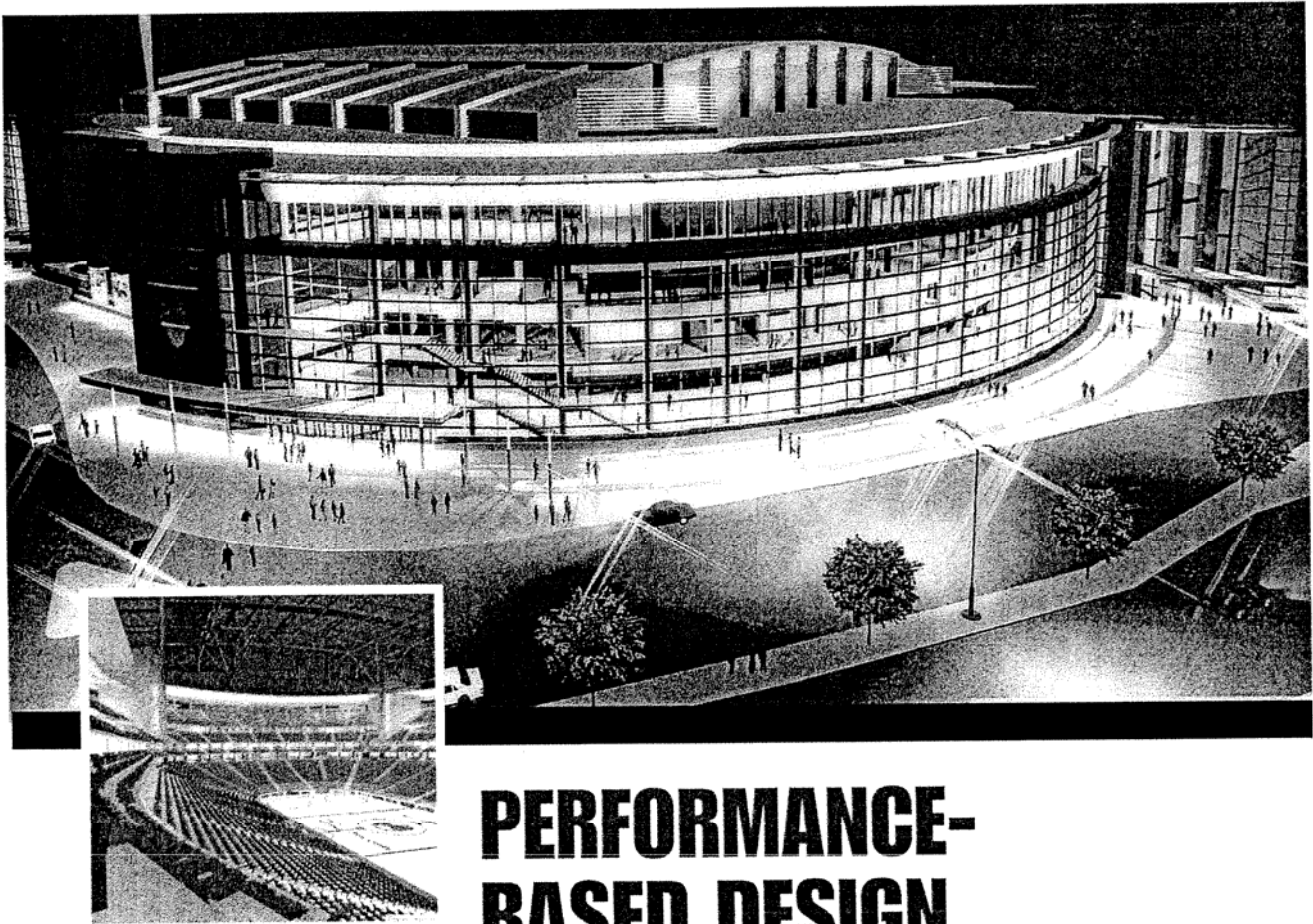
It is certainly wise to always control ignition sources and also to use less ignition-prone materials, when possible. Such a strategy, however, can never be **relied upon** to avoid an ignition. Neither HRR nor any other consequences of fire will come into play as long as there is no ignition. However, when an ignition does occur, limiting the HRR means that the fire has a chance to be controllable and not disastrous.

One must also realize that if the application is not in aircraft safety, military or NASA areas, the affordable, commercial materials that are available are not very ignition resistant. Studies have shown that even small ignition sources normally apply about 35 kW m² heat flux to their target. If one then seeks materials able to resist an ignition flux of 35 kW m², one finds that these are rare and costly.

- *Coroners tell us that inhalation of toxic fire gases is the main cause of fire deaths, so we should control toxicity, not HRR*

This fallacy rests on the imprecise definition of the term 'toxicity.' Regulatory officials sometimes presume that this means that 'toxic potency' is the root problem and that this is what must be controlled. Toxic potency is the toxicologist's term for defining **how toxic is the substance when you inhale 1 gram of it**. But of course the victim will inhale something other than 1 g of it. **How much** of the substance will be inhaled is governed by the fire's **mass loss rate**. The mass loss rate is closely proportional to the HRR of the fire. Now, what is important to realize is that studies at NIST and elsewhere have shown that for commercial products, burned under realistic fire conditions, toxic potencies vary only within a narrow band. By contrast, mass loss rates (same as HRR) vary over an enormous range among products of any given type. Since both toxic potency and mass loss rate affect the total impact of the fire on the victim, it is clear that effective control can be mounted by limiting mass loss rates, but there is little that can be achieved by attempting to control toxic potencies.

For further reading, see the textbook [Heat Release in Fires](#).



PERFORMANCE-BASED DESIGN OF A PROFESSIONAL HOCKEY ARENA

By Michael A. O'Hara, P.E.,
with Ryan Bierwerth

The MountainStar Group, Inc., developed a performance-based design (PBD) to meet the Uniform Building Code intent for the smoke-protected seating concept in a 19,000-seat multipurpose indoor arena, the new home of the National Hockey League franchise Minnesota Wild. The arena is still under construction with a planned opening of September 2000.

The performance-based fire safety plan essentially followed the process delineated in the draft copy of *The SFPE Engineering Guide to Performance-Based Fire Protection Analysis and Design of Buildings*.¹ The overall PBD approach used on this project is a fire-hazard analysis as opposed to a probabilistic assessment. Specific fire scenarios were identified and trial designs applied to them and compared to performance criteria.

The fire/life safety systems being implemented in this complex are a result of a combination of performance-based fire protection technology and application of prescriptive building and fire code requirements. Design solutions reflect the collaborative efforts of the design team, jurisdictional authorities and the owner.

Table 1 - Goals, Objective and Criteria

Fire Protection Goal	Objectives	Performance Objectives	Performance Criteria
Minimize fire-related injuries and prevent undue loss of life	<ul style="list-style-type: none"> ■ Adequate time for egress prior to smoke involvement and structural failure ■ Protect firefighters by employing active systems ■ Provide credible building systems to support fire-fighter tactics 	<ul style="list-style-type: none"> ■ Detect and control a fire early in its developmental stage ■ Maintain tenable egress ■ Manage smoke movement ■ Prevent flashover in the area of origin ■ Maintain fire attack locations 	<ul style="list-style-type: none"> ■ Egress within 23 minutes, assuming a 4-minute delay ■ Tenability values addressed CO, visibility and temperature ■ Preclude flashover in confined and open spaces 1100°F (600°C) at the ceiling and a radiant heat flux of 20 kW/m² ■ Provide smoke detection in under 4 minutes ■ Provide sprinkler response precluding flashover in confined spaces ■ Evacuating occupants before the descending smoke layer reaches 10 ft (3 m) above the highest level of general public egress (upper deck), a UBC requirement ■ Permit each event
Minimize downtime	<ul style="list-style-type: none"> ■ Meet the life and property objectives 	<ul style="list-style-type: none"> ■ Safeguard contents and procedures 	<ul style="list-style-type: none"> ■ Fire department prefire planning ■ Site access on at least three sides ■ Permit each event
Minimize property damage and structural collapse	<ul style="list-style-type: none"> ■ Provide aggressive fire detection and control systems ■ Reduce the chance of structural collapse ■ Limit fire development to maintain structural integrity for 2 hours 	<ul style="list-style-type: none"> ■ Detect a fire early in its developmental stage ■ Prevent flashover in the area of origin ■ Prevent flame impingement on steel 	<ul style="list-style-type: none"> ■ Detect a fire at less than its design basis for smoke control ■ Keep upper layer fire temperature below 1000°F (540°C) per UBC Standard 7-1 within proximity of the critical structural framing components ■ Restrict flame impingement upon the steel trusses ■ 10-minute fire department response time ■ Permit each event

The St. Paul Arena is located in downtown St. Paul, Minnesota, and will be home to the National Hockey League's Minnesota Wild, an expansion team beginning play during the 2000-2001 season. The arena was designed by Hellmuth, Obata & Kassabaum, Inc., Sports Division (HOK Sport) under state-amended versions of the 1997 Editions of the Uniform Building and Fire Codes (UBC and UFC, respectively)^{2,3}.

The primary use of the St. Paul Arena is for National Hockey League games. However, other possible uses include basketball games, trade shows, boxing events, concerts, conventions and exhibitions. The building gross floor area is approximately 650,000 ft² (60,000 m²). The building has a height of 142 ft (43.3 m) from the floor to the roof. The arena is attached on its east side to a skyway and convention center. Public streets border to the north, west and south. The predominant occupancy classification is A-2.1 (assembly), but other accessory occupancies are A-3, S-1 (storage) and B (business). Fire protection strategies address the multiuse and architectural

focus, which is best described as an "open environment" between the spectator "bowl" area and the concourses.

DEFINE PROJECT SCOPE

The scope included compliance with the code provisions for smoke-protected seating and eliminating sprinklers over the bowl area. The St. Paul Arena project included 3 different authorizing agencies and 14 different firms, all of whom made up the design team.

Smoke-Protected Seating: UBC Section 1002 defines smoke-protected assembly seating as "seating served by a means of egress and is not subject to blockage by smoke accumulation within or under a structure." Smoke-protected seating allows for reductions in spacing of seats, aiseways and egress components provided the building is equipped with an engineered smoke control system and a life safety evaluation is undertaken.

NFPA 101, the Life Safety Code⁴, provided guidance as to the composition of a life safety evaluation given the lack of clarity in the UBC. Specific stakeholders were identified to execute the evaluation. This organizational

framework required stakeholders to understand their primary responsibilities. The life safety evaluation incorporated key aspects of the PBD.

UBC provides guidance for design calculations for smoke control; however, NFPA 92B⁵, *Society of Fire Protection Engineers Handbook*⁶ and *Design of Smoke Management Systems*⁷ were also utilized. UBC calculations for smoke control using the "exhaust method" provided the primary guidance.

Sprinklers over the bowl: The necessity of sprinklers over the bowl was evaluated, considering fire scenarios and fire department operations.

PROJECT GOALS/OBJECTIVES AND CRITERIA

Table 1 summarizes the relationship between goals and objectives, and they were translated into performance criteria.

Performance criteria came from published literature primarily extracted from the *SFPE Handbook*⁶ NFPA 92B,⁵ DD240⁸ and *Design of Smoke Management Systems*⁷. From an enforcement perspective, permitting each event became a critical perfor-

Continued on p. 37

mance criterion as a quality-assurance tool to assure compliance with the design parameters and assumptions of the PBD.

DESIGN FIRE SCENARIOS AND DESIGN FIRES

Attaining stakeholder agreement regarding the credible fire scenarios was the most challenging part of the process because the scientific literature provides a broad and sometimes conflicting range of data.

Probable design fire scenarios considered inherent characteristics of the building: people, use, construction and fixed in-place fire protection. Critical information was researched regarding the space such as ignition sources, nature and configuration of the fuel, ventilation, as well as characteristics and locations of occupants.

To determine the design fire size, MountainStar and the City of St. Paul researched fire tests, like facilities and methods found in *The SFPE Handbook of Fire Protection Engineering*, published fire test reports and results of the large-scale fire tests conducted in the former St. Paul Civic Center¹⁰.

Four primary building fire scenarios assumed steady-state conditions and specified locations within the facility:

1. Spectator Event: Any event where the fixed seating is used throughout the bowl to accommodate the general public. This scenario, for example, includes hockey games, sporting events and entertainment, but does not include occupancy of the arena floor. [10,000 BTU/s (10 MW) design fire in the bowl and 5,000 BTU/s (5 MW) to 7,000 BTU/s (7 MW) in the concourse areas]

1A. Spectator Event/Concert: All the criteria of Scenario 1, but also including the occupation of the bowl floor space using nonfixed seating and a stage. This event, for example, includes concerts and stockholder meetings. [10,000 BTU/s (10 MW) design fire]

2. Consumer/Trade Show Event: Any event where the fixed seating above the suite level is restricted from general public use. Occupants are concentrated in the lower bowl and arena floor. Displays, salable goods, boats, vehicles and similar temporary struc-

Table 2 - Summary of Fire Load Data

Summary Australia, DD240 & UBC			
Fire HRR	UBC (kW/m ²)	DD 240 (kW/m ²)	Australian Code (kW/m ²)
Office	284	250	250
Retail	567	500	500

tures are concentrated on the arena floor. [50,000 BTU/s (50 MW) design fire in the bowl area]

3. Unoccupied: This scenario implies that any of the above scenarios may be occurring yet it is during non-event hours and the general public is not present (i.e., late night or early morning).

Additional research assisted in establishing the fire loads anticipated. BSI DD 240, "Fire Safety Engineering in Buildings",⁸ suggests a rate of heat release per unit area of 500 kW/m² for retail spaces (Table 11 in DD 240). Supplemental guidance in DD 240 suggests a medium t² fire as a design basis. Australia's *Fire Engineering Guidelines*,⁹ yields like results (See Table 2 above).

RESULTS OF LARGE-SCALE FIRE TESTS BY THE STAKEHOLDERS¹⁰

Prior to demolition on June 6, 1999, a series of full-scale fire tests were conducted at the 15,000-seat St. Paul Civic Center Arena, St. Paul, Minnesota, to assist the stakeholders in conceptualizing the magnitude of different fire sizes and their effects on large spaces. This aspect is what made the St. Paul Arena project unique, because it allowed the design team to compare empirical and engineering calculations with actual experimental data that were obtained on a large scale.

Test results indicated:

- Calculations tracked with empirical results.
- Sprinklers at the heights in this structure did not activate at the fire sizes tested.
- Temperatures drop off significantly in large spaces as height and distance from a fire increase.
- Smoke stratifies as it cools yet remains relatively high in a large space with typical ambient conditions for an occupied space.
- Structural integrity was not

threatened.

- Axis-symmetric fire smoke production volumes are readily inflated by the introduction of makeup air. The UBC calculations appear conservative.

DEVELOPING AND EVALUATING TRIAL DESIGNS: FINAL DESIGN SELECTION

The trial designs applied against the four specified fire scenarios encompassed fixed, in-place protection, management practices and fire department response times. An understanding of the sprinklers in confined spaces and areas with low ceilings achieved group agreement that those spaces were well protected. Smoke-protected seating required a close look at tenability and smoke production given the expected fire scenarios. Structural performance over the bowl was studied against the steady state fire sizes.

Fire Department: A letter written by the city fire department to the design team indicated a three-minute response time based upon historical data; MountainStar added time to this given the need to determine the fire location, setup and apply water. Fire department access includes site access from all sides, as well as strategic placement of standpipes within the arena and hydrant location outside. Arena management is implementing a traffic management plan fostering the historical response times.

The steady-state fire conditions of four scenarios were compared to the anticipated fire department response based on different t² fire growth rates to ascertain a better understanding of fire sizes and conditions upon fire department arrival. Figure 1 outlines expected fire sizes vs. time based on t² fires in anticipation of fire department response negating any effects of fixed, in-place fire suppression or the operational plan that affects content spacing and use. The shaded region indicates expected fire department response

ranges.

Egress/Tenability: Two approaches estimating egress times were used based on the operational scenarios: one based upon calculations outlined in both the *SFPE Handbook*,^{11,12} the *NFPA Handbook*,¹³ and other references^{8,9}; and the second using the egress subroutine of FPETool.¹⁴ Calculations considered delay factors, recognition times and speeds typical of smoke-protected seating. Queuing at the stair towers doors of the upper deck posed what was the governing criterion given the smoke movement in the structure and tenability.

The stakeholders agreed to a study comparing tenability to egress times of the most vulnerable areas within the arena. Tenability of performance-based design can be formulated to meet the objectives of a smoke exhaust system designed for life safety. This can be accomplished by analyzing the impact of the smoke management system based on the hazard parameters. The hazard parameters used for this project were temperature, light obstruction and carbon monoxide concentration based upon polyurethane and red oak. Klote and Milke give examples of this method.⁷ Temperature of the smoke layer became the governing factor as CO levels in the smoke layer remained low given the smoke dilution in a space of over 4,500,000 ft³ (130,000 m³) in the upper reaches of the bowl.



Smoke-fill rates were simplified and calculated at a defined smoke layer height in accordance with UBC provisions. Smoke layer heights varied with the scenario analyzed. The quality of the smoke can be approximated. Assuming the 10,000 BTU/s (10 MW) steady-state fire, a temperature rise of 34°F (18.9°C) is expected due to the large volume of space. Most of the heat is lost to the large volume surroundings. CO concentrations again remained low, considering 50 ppm is the allowable 8-hour exposure in a parking ramp per UBC requirements. With the smoke layer height 10 ft (3 m) above the highest point occupied by the general public, a 500,000 cfm (236 m³/s) exhaust rate was calculated. Tenability data based upon data calculations from *Design of Smoke Management Systems*⁸ are summarized in Table 3.

The viable trial design resulted in 500,000 cfm (236 m³/s) of exhaust at the roof level of the bowl with selected

exhaust via specified fans and openings in the concourse with makeup air introduced primarily at the floor and main concourse of the arena. Smoke detection at the roof level or in designated concourse areas triggered the smoke exhaust system, as well as addressed the city's concern of a fire when the building is unoccupied. Smoke detector response times were calculated using FPETool¹⁴ at an RTI of 1 (ft/sec)^{1/2} [0.5 (m/sec)^{1/2}] and at a spacing per the listing of the detector. Trial designs that resulted in smoke detection in greater than four minutes, as calculated by FPETool, were modified until that design criterion was achieved.

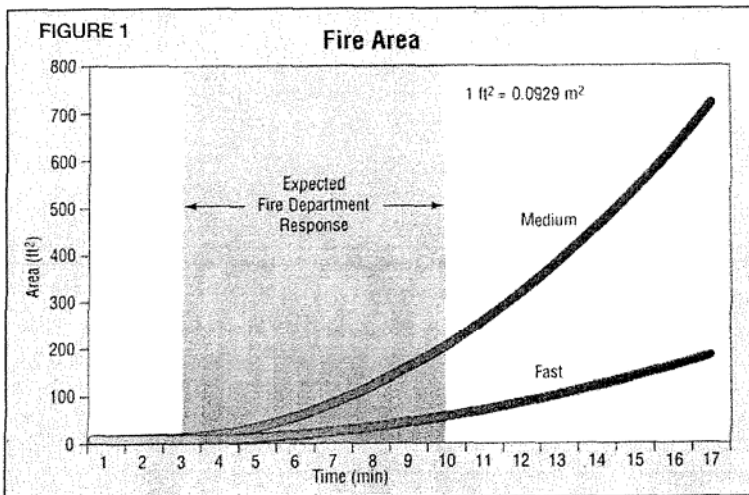
Confined spaces pose the greatest threat given flashover, yet are well protected with sprinklers to preclude this condition. Large open spaces pose the least threat because the shear volume dissipates the smoke and precludes the likelihood of flashover.

For example, given the 50,000 BTU/s (50 MW) design fire, the stakeholders agreed that this condition might exist in a consumer trade event, such as a car show. The general public is typically on the floor of the arena viewing the displays. Maintaining the smoke layer height to the level of public access, which is the lower portion of the bowl in this case, provided for realistic smoke exhaust capacity. The smoke layer, along with most all other fire physics parameters, was calculated using the equations and methodologies outlined in Section 905.5 of the UBC.

Sprinklers over the bowl: Test results¹⁰ in addition to the calculations support the conclusion that sprinklers over the bowl would not activate due to elevated height.

Analysis indicates flame impingement on the trusses, based upon calculating the effective flame height per calculations found in UBC Section 905, did not occur as long as displays in the bowl were limited in height. This was done for each design fire scenario.

In design fire scenarios that were not protected by automatic sprinklers (i.e., under the bowl), the heat release rate of the steady-state design fires



were used in calculating flame heights. These flame heights were shown not to reach the 92 ft (28.0 m) required to impinge on the structural steel of the St. Paul Arena. Furthermore, these calculations were consistent with visual observation of the large-scale fire tests performed at the former Civic Center.

Using FPETool calculations, a 50,000 BTU/s (50 MW) fire produces a flame height of 36 ft (11.0 m), and the critical members are at a height of 92 feet (28.0 m). Conservatively assuming a flat ceiling at the truss, placing a fire directly below the truss at floor level produces ceiling plume temperatures of 280°F (138°C), if the fire is 92 feet (28.0 m) vertically below. Ceiling plume temperatures are calculated within the impingement zone. Further calculations fostered a use limit of dis-

plays or equipment no higher than 30 ft (9.1 m) in height above the bowl floor.

DESIGN DOCUMENTATION

Reports generated included the resulting fire protection design, performance-based analysis and building/fire code review. Close coordination with the design and construction team improves effectiveness of PBD implementation. Reviews of applicable shop drawings and schematics, along with consistent communications, are critical. Contractors with numerous requests for information are typical. This became a critical juncture because this is where the PBD analysis meets the reality of application.

The city and building management

requested a summary operational plan that describes the fire protection features and operational plan in concise and comprehensible terms for use after the Certificate of Occupancy is obtained. This reference guide is useful for field enforcement, event permitting and event planning.

Operational plans address compliance with the PBD assumptions. The fuel packages in each scenario were nonpermanent structures and equipment such as vehicles, trade booths, displays and temporary stages. These fuel packages were converted into heat-release rates as outlined in Section 905.6 of the UBC². A heat-release rate per area of 570 kW/m² was used, which is representative of mercantile and residential occupancies. This calculation determined operational limits and

Table 3 - Smoke, Egress And Tenability

Event Scenario	Bowl Fire \dot{Q}	Bowl Smoke Layer	Smoke Temp. & CO	Smoke Volume Exhaust Provided	Egress Upper Deck	Tenability
Smoke Exhaust Design I & IA	10,000 BTU/s (10 MW)	95 ft (29.0 m)	104°F (40°C) <15 ppm	500,000 cfm (236 m ³ /s)	15 minutes	60 minutes

Table 4 - Fire Scenarios and Associated Operational Limits

Use/ Area	Design Fire	Example Fuel Load Clusters	Operational Limits
Consumer Event	50,000 BTU/s (50 MW)	Multilevel Trade Show Booths, Boats, Recreational Vehicles, Cars and Trucks (e.g., consumer shows) in the Bowl	Maximum 1000 ft ² (93 m ²) per cluster with a minimum horizontal separation between the clusters of 5 ft (1.5 m), per Figure 2, and maximum height of 30 ft (9.1 m). No general public allowed above the suite level. Submit event plan to city. Implement a one-person fire watch during setup of the event.
Sporting Event	10,000 BTU/s (10 MW)	Hockey and Sporting Events, Concerts in the Bowl	Maximum 200 ft ² (19 m ²) per each cluster with a minimum horizontal separation distance between the clusters of 5 ft (1.5 m), per Figure 2, and a maximum height of 12 ft (3.7 m). Submit event plan to city. Implement a one-person fire watch during setup and during the event.
Displays	5,000 BTU/s (5 MW)	General Displays of Any Kind throughout Concourses	Displays are unlimited in area and spacing, but not to be located under stairs or in an area defined having draft stops or closed-space sprinklers (e.g., escalators). Submit event plan to the city. Figure 2 does not apply. Maintain exit widths.
III	7,000 BTU/s (7 MW)	Single-Level Booths, Cars, Boats under 18 ft (5.5 m) long, and Kiosks in the Atrium Concourses	Maximum 200 ft ² (19 m ²) of area per cluster with a minimum horizontal separation between clusters of 5 ft (1.5 m), per the enforcement guide and a maximum height of 12 ft (3.7 m). Submit event plan to the city.

parameters such as separation distances to preclude nonpiloted ignition of nearby combustibles.

In line with these operational limits, each event must receive a permit and comply with the intent of the PBD. Configurations of contents representing the design basis fires are translated into field enforcement and building/event management guides. Areas of the building are identified with specific area, use and spacing requirements. (See Figure 2.)

A cluster is defined as a single item or group of items, structures or displays that take up a given area. There can be more than one item in a cluster as long as it does not exceed the area restrictions. The city emphasized that even if a use falls outside the boundaries of the limits, it does not necessarily mean the use is unacceptable. Rather, the city will require closer review and may request supplemental fire defenses for that specific event.

Figure 2 provides guidance to the fire inspector if the need arises to verify display or cluster spacing. It illustrates the relationship of area versus separation distance required to prevent nonpiloted ignition of combustibles using a 20 kW/m² threshold. This establishes spacing requirements given specific heat-release rate values. The 20 kW/m² appears to provide a nominal target for the diverse range of materials to be found. Enforcement of the fire prevention aspects of the Minnesota Uniform Fire Code for materials control will assist.

CONCLUSION

PBD requires intense involvement of all stakeholders. The time and energy expended by all stakeholders on the PBD exceeds the traditional prescriptive approach. The body of fire science knowledge to defend specific design-basis fire scenarios still requires improvement. PBD requires a combination of fixed, in-place fire safety and continual building fire safety management including fire prevention review, inspection and maintenance.

Educating the stakeholders as to the limits of a performance-based design is essential. The limits are

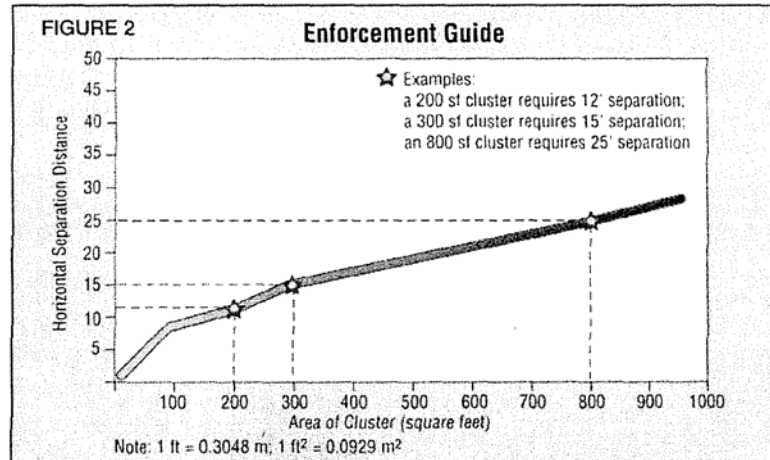
based upon fire design assumptions. Translation of the limits into pragmatic owner use and field enforcement is a challenge, yet essential.

The City of St. Paul jurisdictional authorities spent countless hours with the design team to come to closure on design objectives and implementation. The project is still under construction with a September 2000 grand opening. Continuous communications coordination with field personnel remains essential. The Minnesota Wild management and all the stakeholders have an outstanding commitment to a fire-safe facility. When all stakeholders come to the table to resolve the performance-based design issues in earnest, the performance-based design approach works well.

Michael O'Hara and Ryan Bierwerth are with the MountainStar Group.

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- **Food Service (Guest Services)---1551**
- **Security---1111**

You may send an email to:

- **Housing/Transportation:** NETC-Housing@dhs.gov
- **Admissions:** NETC-admissions@dhs.gov
- **Food Service:** NETC-cafeteria@dhs.gov

If you need to fax information to any of the following offices, please note the following fax numbers:

- **Housing/Transportation:** (301) 447-1324
- **Admissions:** (301) 447-1441
- **Food Service:** (301) 447-6944



SECURITY



Due to increased security precautions, students should bring two photo ID's to campus. PLEASE HAVE THEM WITH YOU, NOT IN YOUR BAGGAGE! If you do not have the photo ID's, you will not be permitted on campus. Security checks will delay your registration at the NETC.

If you are a student from a foreign country, please be prepared to show your passport or visa at registration.

Firearms: Prohibited on campus!

Due to heightened security requirements, please understand that security and law enforcement personnel may search you, your vehicle or your luggage. Maryland law is very narrow in its definition of law enforcement officers who may carry firearms. For your own protection, and to expedite your processing into the NETC, **do not bring weapons of any kind to campus**. Weapons include knives with blades longer than 3 inches, machete, bow & arrows, ammunition, rifles, shotguns, pistols, etc. Sworn/commissioned, and state POST certified officers and federal officers, or local officers with concurrent jurisdiction who require a firearm for the performance of required official duties must obtain an exception from the Director of Support Services prior to arrival on campus. If you arrive at NETC with weapons of any kind without prior approval, your entry to campus will be significantly delayed.

Alcoholic Beverages: Consumption of alcoholic beverages is limited to the Pub & Log Cabin. Alcohol is not allowed in lodging rooms or vehicles, and will be confiscated. If you arrive at NETC with, or are attempting to bring alcohol on campus, your entry to campus could be significantly delayed.



TRAVEL



TRAVEL BY AIR:

- You **must** make your own travel arrangements.
- You **must** be sure your flights meet the shuttle pickup/departure times, and the ticket purchase follows the parameters of travel as defined under “**REIMBURSEMENT**” in this package.

NETC SHUTTLE SERVICE:

- Shuttle service is available between NETC and the airport(s) listed on the “COURSE SPECIFIC INFORMATION” sheet – a pink page enclosed with the acceptance letter you received for this class. **Read it carefully before making flight arrangements!**
- If you need bus transportation to NETC from the airport, you should plan to arrive at least 1 hour before bus departure time. **You must notify (email, phone or fax) the NETC Transportation Office at least 1 week prior to the course start-date to reserve a seat. IF YOU DO NOT CALL, SEATING MAY NOT BE AVAILABLE AND TRANSPORTATION TO EMMITSBURG WILL BE AT YOUR OWN EXPENSE.**
- **Our transportation will be either a motor coach/charter bus identified with NETC signage in the front window/door, or a maroon passenger van with the NETC signage in the front window.** You may contact the NETC Transportation Office a day before your arrival to inquire as to which vehicle will be used. For airport security reasons, **our drivers cannot leave their vehicles** and must circle the airport pickup area, **SO YOU WILL NEED TO LOOK FOR THE BUS OR VAN. If you do not see the vehicle 5 minutes prior to the pickup time, please call the NETC Transportation Office for guidance.**

SHUTTLE PICKUP POINTS AT EACH AIRPORT: *(check your pink “Course Specific Information” sheet as to which airport you may use. You can **ONLY** use an airport listed on that sheet! Ground transportation from other airports may be at your own expense. If your **scheduled arrival time** does not coincide with the shuttle schedule, ground transportation will be at your own expense as well.)*

- **Ronald Reagan National Airport (DCA):** Pickup is near the Travelers’ Aid Desk in Terminal ‘B’ (Lower Level, between gates 5 & 6). **Buses and vans** depart from the outside lane. If you arrive in Terminal ‘A’ please take the Economy/Rental Car airport bus shuttle to Terminal ‘B’, lower level, or walk across the terminal connector and go downstairs to exit door number 5, on your left.
- **Baltimore/Washington International Airport (BWI):** Pickup is near the Lower Level Baggage Areas 13 & 14. There is not a Travelers’ Aid Desk in this location. Buses and vans depart from the outside lane. BWI Airport is currently undergoing construction. If you have any questions or concerns, please contact the NETC Transportation Office or visit the BWI website at:
http://www.bwiairport.com/customer_assistance/lower_level_terminal-map
- **Dulles International Airport (IAD):** There is a Traveler’s Aid Desk between Baggage Claim Areas 4 & 5 on the baggage level, located at the east end of the terminal. Go up the ramp and out exit-door number 6.

DELAYED FLIGHTS: If you are scheduled to use NETC transportation, but your flight is delayed for other than weather-related reasons, the airline is responsible for your transportation. If they will not transport you, please call the NETC Transportation Office when you arrive at the airport (it will be approximately 2 hours before we can pick you up). **If you choose not to use NETC transportation and arrange for other transportation, it will be at your own expense.**

IF DRIVING:

- You may arrive on campus any time after 12:30 p.m. the day before your course begins.
- You must depart campus after the end of your course, except for courses with a next-day departure date.

- Your vehicle must be registered at Housing/Security for stipend/security reasons, even if you do not stay on campus.
- **There are no connections for mobile homes or recreational vehicles available at NETC.**

DIRECTIONS TO NETC:

- **From Baltimore:** I-695 (Baltimore Beltway) to I-70 West (towards Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).
- **From Washington:** I-495 (Washington Beltway) to I-270 North (towards Frederick) to Route 15 North to Emmitsburg. Left turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).
- **From Philadelphia and East:** Pennsylvania Turnpike West to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).
- **From Pittsburgh and West:** Pennsylvania Turnpike East to Harrisburg, Exit 236 (Route 15). Go South on Route 15 to Emmitsburg. Right turn off Route 15 to South Seton Avenue. 2nd Right onto campus (tree-lined drive).



REGISTRATION



Where do I register?

- Class, dormitory, and vehicle registration will take place in Building C Lobby.
- Since you may have to walk some distance to your room, we recommend you bring luggage with wheels.

If I am claiming stipend reimbursement, what do I need to provide at registration?

- **A copy of a check for an account that bears your name. Deposit slips or accounts for an organization or another individual are not acceptable;** a copy of a check is the best source for the correct financial information.
- We've found it speeds up registration if you fax the information to the Admissions Office (301) 447-1441 **prior** to your course start date. Please include your name, Social Security Number, and course code/title/date on the fax along with your vehicle or flight information. Please be sure that the copy is legible.
- If your account is with a credit union, or if the account is payable through another bank, please have the bank provide you with the routing and account numbers for ACH deposit.
- If you incurred additional expenses for transportation/lodging/meal costs, **you must receive prior written approval** to be eligible for reimbursement of these expenses. If approved, **original receipts must** be presented at the time of your arrival.
- **If traveling by air or train you will need:**
 - **A copy of your ticket** that shows an itinerary of your trip indicates proof that the ticket was purchased at least 21-days in advance of the course travel date, and is non-refundable.
 - If you have an electronic ticket, you must submit the itinerary/receipt (with ticket number and actual ticket amount shown as having been paid).
- **If driving, you will also need to provide:**
 - **Automobile registration**
 - **Odometer readings**
 - **License tag number**
 - **A signed statement from the owning agency on letterhead stationery acknowledging your eligibility for reimbursement, if you are driving a state, county or municipal vehicle**
 - If you drove to NETC, but you will not be keeping your car on campus, it **must be registered on campus or you will not** receive reimbursement.

What if I am here for back-to-back courses?

- You will be housed in the same room for the entire length of the stay. If you stay off-campus and do not purchase a meal ticket for the time between the courses, you must check out of housing after the first course ends (turn in the keycard and remove your belongings), and be assigned a new room upon your return.
- **If you choose to leave campus between courses**, any additional expenses that you may incur shall remain your responsibility.



LODGING

Must I call to make a lodging reservation?

- No, rooms are assigned once you are accepted into a course. Because of the random assignment, you may or may not be lodged in the same building as your classmates.
- We make every effort to ensure you have a single room. However, if the student count is high, you may be doubled with another student. **PLEASE DO NOT CALL TO REQUEST A SINGLE ROOM.**
- **IF YOU HAVE A DISABILITY AND NEED SPECIAL ACCOMMODATIONS**, please contact the Admissions office at least 2 weeks prior to your arrival on campus.
- **Some buildings do not have elevators. If that is a problem, please contact Admissions at least 2 weeks prior to your arrival.**

Is there a charge for lodging?

- No, not if you are eligible for stipend reimbursement **or if you are a DHS federal traveler** (see “Reimbursement” section).
- If you **DO** have to pay for lodging, the current charge is \$30/day.
- NETC Housing accepts cash, personal check, travelers check, and credit card (American Express, VISA, MasterCard and Discover).

What if I want to stay off campus? If you choose to stay off campus, it will be at your own expense. You will still need to purchase a break ticket from **the food service contractor** for the length of your class.

What amenities are in each room?

- Private bathroom
- TV and clock radio
- Refrigerator
- Linens and towels, with daily housekeeping service.
- Telephone with voice mail
- A telephone jack is located in each room for dial-up Internet access. Check with your Internet Service Provider (ISP) for local calling area access. Out-of-area ISP accessibility will require credit card, third party or collect billing for access from NETC. You should consider bringing a longer cord (10 ft.) if you are bringing your laptop computer. Some courses require students to bring reports or projects to be shared with the class. It is convenient to bring that information in an electronic format. NETC can support CD-ROM, USB devices and 3-1/2” floppy storage. USB devices will be scanned before being allowed to connect to Government equipment.

Additional costs you could incur during your stay:

- Laundry and vending machines; dry cleaner costs
- Recreation Association pass (\$1) allows use of all recreation facilities and Pub (see section on NETC Recreation Association)
- Class Shirts or Group Donations
- Off campus class dinners

Are there laundry facilities available?

- Yes, there are coin-operated washers and dryers in each lodging building (change available at the convenience store on campus).
- You may purchase laundry supplies at the convenience store on campus.

Are family, friends or pets allowed in the lodging rooms on campus?

- No, **only the assigned NETC student** is allowed in the room. Relatives or friends are not allowed in the rooms, and cannot be lodged on campus. Upon request, the NETC Housing Office will provide information regarding local off campus accommodations; however, you are responsible for arranging and paying for those accommodations.
- Animals are not allowed in campus housing, except for seeing-eye and other service dogs. Please notify the housing office at least 2 weeks in advance if you will be bringing a guide/service dog.

What time must I check out of my room? Check out time is **9:00 a.m.** You may leave your luggage in your room until 9:30 a.m., but it must be packed and by the door. When you return for your luggage, please **do not** use the bathroom facilities if the room has already been cleaned for the next occupant. Please return your key card to the front desk by 9:30 a.m.--you will no longer have access to your room after that time.



DRESS CODE



It is each student's responsibility to use good judgment in selecting attire which projects a professional image, and is appropriate for both climate differences and classroom activities. Generally, the standard is business casual. NFA staff have the authority to make a determination that a student's attire may be inappropriate. Students whose attire is determined to be inappropriate will be required to change into more appropriate clothing before being allowed to continue class.

Acceptable Attire for Classroom Settings:

- **Males:** Shirts with collars; dress jeans. Departmental uniforms; departmental T-Shirts; shoes and socks.
- **Females:** Dresses; blouses; slacks; capris; dress jeans; skirts; skorts; departmental uniforms; departmental T-Shirts, and shoes.

Acceptable Attire for Graduation:

- **Males:** Suits; sports coats; dress shirts with ties or class shirts; dress slacks, or departmental dress uniforms.
- **Females:** Suits or dresses; blouses or class shirts with dress slacks or skirts; or departmental dress uniforms.

Shorts, tank tops, ball caps, etc., are not permitted in the classrooms, auditorium, or dining hall. Bathing suits/trunks are not permitted outside the pool area. No mini skirts. Bare midriffs are not acceptable.

ADMISSIONS POLICIES

Attendance:

- **You are required to attend all sessions of the course.** If you do not, you may not receive a certificate and your stipend may be denied.
- NFA students are limited to one reimbursable trip per fiscal year (Oct 1-Sep 30). If you wish to attend a second NFA class (at your own expense) a letter to that effect must accompany the second application stating that you are waiving your stipend reimbursement.

Substitutions:

- **Substitutions for NFA courses are made from waiting lists;** slots do not belong to the departments.
- All requests to consider an equally qualified person must be in writing and be accompanied by a completed General Admissions Application (FEMA Form 75-5) for the substitute.

Cancellations or No-Shows: NFA's mission for delivery of courses is impaired significantly by cancellations and no-shows. It is very difficult and costly to recruit students at the last minute. Currently there is a 2-year ban on student attendance for students who are no-shows or cancel within 30 days of the course start date without a valid reason. If you receive such a restriction, your **supervisor** needs to send a letter to Admissions explaining the cancellation/no-show.

NETC POLICIES/INFORMATION

Conduct:

- Federal Regulations (available at the LRC).
- FEMA and NETC Instructions (available at C Lobby, dormitory rooms, and on NETC Intranet web site).

Smoking:

- All buildings on campus are **NON-SMOKING**, with the exception of the solarium portion of the Command Post Pub.
- If you smoke in your room, **you will** be asked to leave campus, relinquish your stipend reimbursement, and be charged to clean the room.

Medical services:

- All medical expenses are your responsibility.
- Local hospitals accept medical insurance identification, cash, check, or major credit card.
- If you do not have proof of insurance, expect that payment may be a prerequisite to possible treatment.
- International students should be prepared to pay for medical services in the event the hospital or provider does not accept foreign insurance coverage.

Student Word Processing Center (located in D Basement):

- Provides IBM[®] compatible Microcomputers with Internet access and printing capabilities.
- Systems utilize Microsoft Windows XP with Microsoft's Office Suite 2003.
- The center is open from 6:00 a.m.-11:00 p.m. every day. There is a technician available Mondays-Fridays from 5:00 p.m.-9:00 p.m., and from 8:00 a.m. till noon on Saturdays.

Learning Resource Center: Located in Building N, the LRC provides current information and resources on fire and emergency management subjects. With its collection of more than 100,000 books, reports, periodicals, and audiovisual materials, the LRC facilitates and supports student and faculty research and supplements classroom lectures and course materials. While classes are in session, the Schedule of Hours for the LRC is as follows:

Monday-Thursday	8:30 a.m. – 9:00 p.m.
Friday	8:30 a.m. – 5:00 p.m.
Saturday	4:00 p.m. – 8:00 p.m.
Sunday	12:00 p.m.- 4:00 p.m.

Telephones:

- Outgoing calls can be placed from your lodging room via calling card, collect, or third-party billing.
- ***You are not allowed to accept collect calls on campus phones. Any and all expenses related to phone use shall remain your responsibility.***

Faxes:

- Fax services are available at the convenience store for a fee.
- You may receive fax messages up to 4 pages in the Housing Office at (301) 447-1324.
- Anything over 4 pages will not be forwarded by Housing. Please use the fax service available at the convenience store, or have it sent by overnight mail.

Automatic Teller Machine: Located in D basement outside of O'Leary's Emporium, and at various locations off campus. Inquire at the registration desk at Building C for additional directions.

Public Transportation: Limited service. Inquire at the registration desk at Building C.

Car Rentals: You may contact the campus convenience store at (301) 447-1493 to arrange car rentals at your expense.

NETC Recreation Association: On the NETC campus, the NETC Recreation Association operates a Pub providing beverage and limited food service each evening. The Pub is a private club under Maryland liquor laws and membership in the Recreation Association is required for service. The cost is \$1.00 per campus stay and membership cards can be obtained from the Pub. Other items provided by the Recreation Association to its members and funded by sale of membership cards and Pub items include:

- Athletic equipment such as softball equipment, volleyballs, basketballs, golf clubs, and fishing equipment
- Keg service for special occasions such as cookouts
- Propane and replacement parts for the gas grills
- Acquisition and maintenance of the Christmas lights at the entrance to the campus
- Karaoke entertainment
- Maintenance of special stage lighting in the Student Center
- Assistance with maintenance of the bicycles
- Bicycle helmets
- Maintenance of the billiard tables and equipment
- Large screen television in the Pub
- Games in the Student Center

NETC recreational activities include:

- Gym with running track
- Exercise room
- Swimming pool
- Tennis/basketball/volleyball (sand and inside) courts
- Bicycles are available in Building H for use by Recreation Association members

Nearby points of interest/recreational facilities (in season):

- National/State parks
- Historic Gettysburg (tours available)
- Golf
- Swimming
- Snow skiing



REIMBURSEMENT



Frequently asked questions/answers about reimbursement procedures are enclosed. Please read them carefully. If you have any questions about your eligibility to receive a stipend please contact Admissions either by email at netc-admissions@dhs.gov or by phone at (301) 447-1035.

Any exceptions to travel must be requested in writing and faxed along with documentation to (301) 447-1441, AND approved in writing prior to making your travel arrangements. Otherwise, your stipend may be denied or limited to the state ceiling amount.

Who is eligible for reimbursement?

- State or local government representatives
- Recognized volunteer organization representatives
- Active emergency management organization representatives
- Representatives from State or local fire organizations
- **If you do not apply for a stipend reimbursement within 60 days following the course start date your stipend reimbursement will be denied.**

Who is NOT eligible for stipend reimbursement?

- Federal government (federal students are subject to federal travel regulations and travel under orders prepared by their office)
- Private Industry employees
- Employees who are contracted to Federal, State or local government entities (such as Rural Metro departments)
- Representatives of a foreign organization

How will I be reimbursed?

- Reimbursement will be electronically deposited into the checking or savings account that you identify.
- **Reimbursement will only be made to an account that bears your name.** You are responsible for reimbursing your department, if applicable. This is a result of increased restrictions by the receiving financial institutions.
- **If you do not have a personal account, please contact the Admissions office prior to your arrival for further instructions.**

If I fail the course, will I be reimbursed?

- If eligible for a stipend, you **will** be reimbursed for the course you failed.
- If you reapply to either EMI or NFA and are accepted, no stipend will be paid for that course, and you will be required to pay for lodging. Once you successfully complete a course, you will once again be eligible to receive a stipend for future courses.

If I fly, what will I be reimbursed? You will be reimbursed the cost of a direct (no side-trips or extended stays), **21-day prior to the course travel date pre-purchase, non-refundable** ticket for round/trip transportation by common carrier (economy coach class or less) for each course or back-to-back courses that you attend. Proof of non-refundable fare is required!

- ***If you take side trips or travel outside of the defined travel days,*** your reimbursement shall be limited to **no more than** the state ceiling amount as noted on the enclosed Reimbursement Ceiling Chart.
- ***To eliminate the perception of misuse of government funds, FIRST CLASS, BUSINESS CLASS and REFUNDABLE AIRLINE TICKETS WILL NOT BE REIMBURSED AT FULL FARE,*** unless you request, in writing, an exception PRIOR to making your travel arrangements, and have received a written approval. Otherwise, your reimbursement will be limited up to the state ceiling amount.
- **It is your responsibility to find the cheapest ticket available.** Failure to do so may result in your reimbursement being limited to the state ceiling amount.

- **Use of frequent flier miles** toward the purchase of a ticket is **NOT** reimbursable.
- **Flight or ticket insurance is not reimbursable.**
- If any portion of your airfare is subsidized by another source, that portion is **NOT** reimbursable under the Stipend program.

If I drive, what will I be reimbursed? You will be reimbursed the current Privately Owned Vehicle (POV) Federal mileage allowance, or the state ceiling, **WHICHEVER IS LESS.**

- POV mileage is subject to validation.
- **If you do not register your vehicle with the Housing Office,** reimbursement for POV mileage may be denied.
- **If someone is dropping you off,** you *must* have the vehicle verified by the Housing office prior to the vehicle departing campus, or your stipend will be denied.
- If you carpool with another student, only the driver will be reimbursed.
- If you drove a rental car instead of your POV, your reimbursement is limited to the POV allowance.

If I take a train or bus, what will I be reimbursed?

- Your reimbursement is limited **to the cost of the ticket**, not to exceed the state ceiling **amount.**
- You must provide copies of the tickets actually used.
- Reimbursement shall not include costs for sleep accommodations or for transport of vehicles on the train.

If I save money on my airfare, will I be reimbursed for extra expenses? Yes, but **ONLY** if your class is **5 days or less in length with no Saturday stay over**, and you save a **minimum of \$250** off the cost of a 21-day prior to the course travel date pre-purchase non-refundable round trip economy class common carrier ticket. To do this, submit **written** documentation of the savings -- this can consist of itinerary copies of both the original price and the cheaper fare, OR copies of both fares from the Internet. Comparisons should be of like travel. If you do not acquire written approval from Admissions **prior** making your travel arrangements, the extra expenses **will not** be reimbursed. The following options apply if your request is approved:

a.) You may stay on campus 1 night prior to your regularly scheduled arrival date if lodging is available and you have received written approval to do so.

- Please contact the NETC Transportation Department to see if there will be shuttle service available on your travel date. If you carpool using a rental car, the rental agency must list (as drivers) all eligible students claiming reimbursement on the rental agreement or only the driver will be reimbursed.

b.) You may stay in the Baltimore/DC metro areas before or after your course.

- If you save at least \$250.00 in airfare as noted in the terms above, you may be reimbursed up to \$90/day (2-day limit for savings over \$500) for lodging or transportation expenses. **Original** receipts must be provided. If you carpool **from the airport** using a rental car, all students claiming reimbursement must be listed (as drivers), by the rental agency on the rental agreement or only the driver will be reimbursed.
- If you stay after your course ends, ask for a Stipend Agreement Amendment (FEMA Form 75-3a) when you register. When you return home, mail it with **original hotel or transportation** receipts to Admissions, Room I-216, 16825 South Seton Avenue, Emmitsburg, MD 21727 within 60 days of the start date of the course, or reimbursement **WILL BE DENIED.**



FOOD SERVICE



Must I purchase a meal ticket?

- If you stay on campus, you **must** purchase a meal ticket. **If you do not, you will be asked to vacate your room on campus. You will then be responsible for your off-campus lodging costs, and we will deny your request for stipend reimbursement.**
- If you stay off campus, you **must** purchase a break ticket, currently \$3 per day.

What is the cost of my meal ticket?

- Your meal ticket cost is identified in your acceptance letter.
- Meals other than those included in your meal ticket are to be paid for by cash.

What if I'm here for back-to-back courses?

- Your meal ticket includes the time between the two courses.
- If you stay off campus between the two courses (vacating your room), you must notify the food service Contractor **before** purchasing your meal ticket for the first course. If you do not, you will be charged the full amount. (*Refer to information under "Registration."*)

How do I pay for my meals?

- Cash
- Traveler's checks
- State or Local government checks payable to the food service contractor
- Advanced payment by department check. **Please notify your department to include: your name, course code and course date on the check**, and send it to the food service contractor at Building K, 16825 South Seton Avenue, Emmitsburg, MD 21727. Please call the food service if you need their Federal Tax ID#.
- Purchase order payable to the food service contractor
- Credit card (MasterCard or VISA) (Minimum charge of \$6)
- **The food service contractor DOES NOT accept personal checks.**

What if I will not be on campus for the first and last meal identified as part of my meal ticket? You must notify the food service contractor at least 1 week prior to your course start date. If you do not, you will be obligated to pay the full amount.

May I get a refund on my meal ticket? There are no refunds except for emergency departures!

What if I'm on a special diet? Please call the food service contractor or fax your request to (301) 447-6944 at least 2 weeks prior to arriving at NETC. They will make arrangements to meet your needs. If you don't make arrangements prior to your arrival, you will be responsible for purchasing the normal meal ticket.

What happens if the bus arrives after the dining hall has closed?

- The food service contractor will provide you with a boxed dinner.
- Snack food is available at the Command Post Pub.

CONTACT INFORMATION

How do I get a telephone call? The caller may dial your direct extension (301) 447-xxxx. If requested, you will be provided with your extension at check-in. Numbers are NOT given to anyone else.

- For non-emergency situations, the caller may dial (301) 447-1048. The Student Coordinator will either transfer the call to your room or take a message and place it on the message board located in 'C' Lobby, which you should check daily.
- ***NETC will not accept personal telephone calls to students from the (800) number.*** Family members should dial (301) 447-1000 to contact a student.
- ***You may NOT accept collect calls.*** To do so may restrict you from attending future EMI or NFA courses.

What if the call is an emergency?

- The caller should state that the call is an emergency.
- The message will be delivered to you immediately unless you are not on campus.
- If you are leaving campus for a period of time, you should notify security where you can be reached.
- If you must return home due to an emergency, check out with the Housing Office in Building C before you depart the campus!

How do I get mail?

- Mail is delivered to C Lobby Monday through Friday, except Federal holidays.
- All packages are x-rayed and no delivery is provided on weekends or holidays.
- Letters or packages should not be mailed to reach NETC ***before*** you arrive, since mail-holding areas are not available. Mail received when you are not on campus will be automatically returned to the sender.
- Outgoing mail should be deposited in the mailbox located near Building K (Dining Hall). The NETC Mailroom cannot mail outgoing items for students.
- Address:

(Your name)--Student
National Emergency Training Center
Building C, Room (**Room numbers are provided upon arrival**)
16825 South Seton Avenue
Emmitsburg, MD 21727-8998



National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, Maryland 21727

FREQUENTLY ASKED REIMBURSEMENT QUESTIONS

1. **Why must I be reimbursed electronically?** Public Law 104-134 mandates that after January 1, 1999, all Federal payments shall be made by electronic funds transfer unless a waiver is obtained from the Secretary of the Treasury.
2. **If my organization paid for my ticket, may I request that the reimbursement go to them?** Due to increased restrictions by the receiving financial institutions, money should only be deposited into an account bearing your name. You may then reimburse your organization.
3. **What if I don't have a checking account?** The money can be deposited into a savings account. Please call the Admissions Office (301-447-1035) and we will send you a form to complete. If you don't have a checking or savings account, you **MUST** submit a letter stating that fact, and a check will be sent to your home address. However, your reimbursement may take longer up to 12 weeks.
4. **How will I know when it's deposited?** The entry in an account may differ from bank to bank, but most likely it will be listed as "FED SALARY, FEM2, or TREAS" and will probably **NOT** have your name next to it.
5. **How long will it take for me to receive reimbursement?** The reimbursement should be made to your account no later than 6-8 weeks from the course start date. If after 8 weeks you still haven't received your reimbursement, please call the Admissions Office at (301) 447-1035 or email us at netc-admissions@dhs.gov to check on the status of your claim.
6. **What would delay my stipend being processed?** Not having any of the following: 1) your airline ticket; 2) itinerary with ticket number and payment made (ticket number pending is not acceptable); 3) POV information; 4) request from your organization for reimbursement or 5) the appropriate direct deposit information. If you bank with a credit union, please have them confirm your routing and account numbers.
7. **What would reduce my stipend claim?** Your stipend might be reduced if you purchased a refundable, first- or business-class ticket; took side trips or had extended stays; or purchased your ticket within 21 days prior to the course travel date.
8. **What if I am submitting an electronic airline ticket?** You must submit the itinerary receipt (listing the ticket number and showing that payment was made) at registration. If the itinerary does not identify that the ticket is non-refundable, you need to provide us with documentation that the ticket is either non-refundable or the cheapest fare available at the time you purchased your ticket. If you do not provide the documentation to us, we will only reimburse up to your state's ceiling amount.
9. **Will I be reimbursed for the airfare if frequent flyer miles are used?** Frequent flyer miles cannot be reimbursed because you would not be incurring out-of-pocket expenses.
10. **What do I need to provide if I take a side/extended trip?** If the cost is less than your state's ceiling amount, you will be reimbursed for the cost of the ticket. If the cost is higher than your state's ceiling amount, your reimbursement will be limited to your state's ceiling amount.
11. **Do I receive reimbursement for parking, shuttles and travel between my home and my local airport?** No, those expenses are part of the student's share of the stipend program.
12. **Will I be reimbursed for my meals?** No, that expense is also part of the student's share of the stipend program.
13. **What is the driving mileage allowance?** Your reimbursement will be limited to the current POV Federal mileage allowance, or the state ceiling, **WHICHEVER IS LESS**. POV mileage is subject to validation.
14. **What information should I bring when driving my Privately Owned Vehicle (POV)?** You must show a picture ID (we recommend you bring two in case our security level is elevated), registration card, and have your odometer readings and license tag number **PRIOR** to receiving your room key. Some states do not require the registration to be in the vehicle. However, you must submit a copy of your POV registration to be eligible for a stipend.
15. **What documentation do I need if I am driving my organizational vehicle and they want to be reimbursed for my mileage?** In addition to the information listed in question #14, you also need a statement from your organization, on organization letterhead, stating that you are authorized to drive the vehicle and they would like you to receive reimbursement. If you carpool with another student, only one driver will be reimbursed. As stated in #2, the reimbursement will be made to your account. You will be responsible for reimbursing your organization.
16. **What if I'm driving with family, and they will be using the car off campus while I'm at NETC?** You must register your car on campus prior to your family taking the car off campus or you will not be eligible for reimbursement.

THIS TABLE WILL BE USED TO DETERMINE REIMBURSEMENT FOR NETC STUDENTS WHO:

- Drove or traveled by bus or train
- Did not purchase or show proof of non-refundable fare
- Purchased tickets less than 21 days prior to course travel date
- Took side-trips or had extended stayovers

STATE	SAT STAYOVER	NO SAT. STAYOVER
AK – Alaska	\$855.00	\$920.00
AL – Alabama	\$365.00	\$405.00
AR – Arkansas	\$360.00	\$500.00
AS—American Samoa	\$2275.00	\$2275.00
AZ – Arizona	\$480.00	\$535.00
CA – California	\$470.00	\$545.00
CO – Colorado	\$400.00	\$430.00
CT – Connecticut	\$215.00	\$300.00
DC – District of Columbia	\$100.00	\$100.00
DE – Delaware	\$145.00	\$145.00
FL – Florida	\$375.00	\$480.00
GA – Georgia	\$330.00	\$440.00
GU—Guam	\$2170.00	\$2170.00
HI – Hawaii	\$1075.00	\$1105.00
IA – Iowa	\$365.00	\$445.00
ID – Idaho	\$520.00	\$535.00
IL – Illinois	\$260.00	\$375.00
IN – Indiana	\$270.00	\$270.00
KS – Kansas	\$325.00	\$370.00
KY – Kentucky	\$250.00	\$310.00
LA – Louisiana	\$430.00	\$430.00
MA – Massachusetts	\$200.00	\$285.00
MD – Maryland	\$100.00	\$100.00
ME – Maine	\$345.00	\$400.00
MI – Michigan	\$410.00	\$410.00
MN – Minnesota	\$400.00	\$500.00
MO – Missouri	\$310.00	\$360.00
MP—Saipan	\$2925.00	\$2925.00
MS – Mississippi	\$355.00	\$355.00
MT – Montana	\$600.00	\$600.00
NC – North Carolina	\$300.00	\$335.00
ND – North Dakota	\$505.00	\$650.00
NE – Nebraska	\$350.00	\$525.00
NH – New Hampshire	\$185.00	\$200.00
NJ – New Jersey	\$175.00	\$175.00
NM – New Mexico	\$435.00	\$435.00
NV – Nevada	\$450.00	\$520.00
NY – New York	\$220.00	\$210.00
OH – Ohio	\$270.00	\$270.00
OK – Oklahoma	\$350.00	\$465.00
OR – Oregon	\$470.00	\$480.00
PA – Pennsylvania	\$145.00	\$145.00
PR—Puerto Rico	\$800.00	\$800.00
RI – Rhode Island	\$200.00	\$200.00
SC – South Carolina	\$325.00	\$300.00
SD – South Dakota	\$550.00	\$550.00
TN – Tennessee	\$335.00	\$335.00
TX – Texas	\$400.00	\$410.00
UT – Utah	\$505.00	\$505.00
VA – Virginia	\$175.00	\$190.00
VI—Virgin Islands	\$905.00	\$905.00
VT – Vermont	\$300.00	\$340.00
WA – Washington	\$500.00	\$500.00
WI – Wisconsin	\$300.00	\$355.00
WV – West Virginia	\$200.00	\$200.00
WY – Wyoming	\$590.00	\$600.00